

Required Documents
at time of Application to Telefilm Canada
Theatrical Documentary Program

To apply, complete the online application form and upload the documents below

using Dialogue: <https://telefilm.ca/en/log-in>

* Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.) are not accepted.

		DOCUMENT	DESCRIPTION (customize and enter document name in text field on application form)	TYPE (select from dropdown menu)
<input type="checkbox"/>	1.	Incorporation Certificate For applicant production company and parent company(ies), if applicable (<i>only if modified since company's last application to Telefilm</i>)	Incorporation Documents_ Company Name	Incorporation documents
<input type="checkbox"/>	2.	Most recent Treatment or Script Max. 5 pages	Creative material_ Date of Script	Script
<input type="checkbox"/>	3.	Creative Production Plan <u>For production applications only</u> Max. 3 pages. Including summary of research.	Production plan	Project Plan
<input type="checkbox"/>	4.	Summary of Changes to Script and/or Creative Production Plan <u>(if applicable)</u> For second-time production/post-production applications only. A description of material changes to the Script and Creative Production Plan since its first application to Telefilm.	Rewrite proposal_ Date of Script Or Rewrite proposal_ Date of Creative Production Plan	Rewrite proposal
<input type="checkbox"/>	5.	Rough Cut (or the equivalent before Picture Lock) <u>For post-production applications only.</u> Web link (no DVD)	[URL]	Support Material
<input type="checkbox"/>	6.	Creative Completion Plan <u>For post-production applications only</u> Max. 3 pages. Explaining how the planned post-production will serve to attract a theatrical audience	Completion plan	Project Plan
<input type="checkbox"/>	7.	Director's vision and intentions Max. 2 pages	Director's Vision	Director's vision and intentions
<input type="checkbox"/>	8.	Director's previous work Web link	[URL]	Support Material
<input type="checkbox"/>	9.	Filmographies of all key creative personnel (must specify running time, Canadian theatrical release dates and Canadian film festival selections for each work when applicable) Including producer(s), writer(s) and director(s) (Form available on the program's webpage)	Filmography_ Name (<i>plus URL, if applicable</i>)	CV/Filmography/Resume
<input type="checkbox"/>	10.	Co-Production and/or Joint Venture Agreement(s) As applicable	Co-production agreement_ Company Names	Co-production agreement

<input type="checkbox"/>	11.	<p>Declaration Form re: Designation of Main Applicant and Sharing of Project Score</p> <p>If more than one Canadian applicant for the same project. (Form available on Telefilm's website)</p> <p>As applicable</p>	Main Applicant Designation Form_ Company Names	Co-production agreement
<input type="checkbox"/>	12.	<p>Promotion and marketing plan (to be completed by the distributor)</p> <p>Clearly identifying the target market with solid marketing hooks (including broadcaster support for the theatrical release, as applicable), and the project's potential to appeal to audiences in Canada and abroad on various platforms, including projected prints and advertising commitment.</p>	Marketing plan_ Date	Marketing Plan
<input type="checkbox"/>	13.	<p>Canadian theatrical distribution agreement or deal memo</p> <p>Fully executed, demonstrating allowance of a telecast window six (6) months following the start of the theatrical release*</p> <p><i>*Unless otherwise agreed by Applicant, Telefilm, broadcaster(s) and distributor</i></p>	Canadian distribution agreement_ Company name	Broadcast or distribution agreement
<input type="checkbox"/>	14.	<p>Broadcast licence written commitment(s) and/or online distribution agreements</p> <p>As applicable. Fully executed, demonstrating allowance in each for a theatrical distribution window* of at least six (6) months following the start of theatrical release.</p> <p><i>*Unless otherwise agreed by applicant, Telefilm, broadcaster(s) and distributor</i></p>	Broadcaster licence_ Company name	Broadcast or distribution agreement
<input type="checkbox"/>	15.	<p>Production Budget* (for production applications) <u>and</u></p> <p>Declaration of Costs Incurred and Paid to Date (for postproduction applications)</p> <p><i>Forms are available on Telefilm website.</i></p> <p><i>*For an international treaty coproduction please provide a multi-columnar budget showing each country's participation in a separate column and a consolidated column.</i></p>	Budget_ Date	Budget
<input type="checkbox"/>	16.	<p>Description of Chain of Title</p> <p>A complete description of the project's development history, demonstrating clear chain of title.</p>	Chain of Title_ Describe Document	Chain of title & development history
<input type="checkbox"/>	17.	<p>Declaration Regarding Indigenous Projects <i>(if applicable)</i></p> <p>For Indigenous projects only. Form available on the program's webpage.</p>	Declaration re Indigenous Projects	Affidavit
<input type="checkbox"/>	18.	<p>Community Engagement Plan <i>(if applicable)</i></p> <p>This document is an opportunity for the filmmaking team to demonstrate a plan for how they will responsibly engage with any under-represented communities that will be impacted by the project.</p>	Community Engagement Plan	Community Engagement Plan
<input type="checkbox"/>	19.	<p>Request for Additional Funding for Remote Locations Shooting <i>(if applicable)</i></p>	Request Additional Funding Remote Location	Memo

		<p><i>Only applicable to Projects submitted through the Indigenous stream where there is a request for additional funding for remote locations shooting.</i></p> <p>Provide a detailed rationale (max. 2 pages) for why the project requires this additional funding. Additional costs incurred due to the remoteness of the shooting location should be clearly identified.</p>		
<input type="checkbox"/>	20.	<p>Request for Additional Funding for Capacity Building <i>(if applicable)</i></p> <p><i>Only applicable to Projects submitted through the Indigenous stream where there is a request for additional funding for capacity building.</i></p> <p>Proposals must outline the details of the capacity building initiative, including:</p> <ul style="list-style-type: none"> • Goals, intent, and measurable outcomes. (one page max.) • Additional costs incurred for the capacity-building initiative • Detailed plan and schedule of the capacity-building initiative. 	Request Additional Funding Capacity Building	Memo